



# Office Coordinator - Recorder

## Job Description

Department: Recorder  
Position: Career Service  
Grade: 506  
Supervisory: No  
Reports to: County Recorder

### Summary

The Office Coordinator – Recorder provides routine and complex administrative support by performing administrative functions such as financial system data entry, employee tracking, preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings and travel. Additional duties may include conducting research, preparing statistical reports, handling information requests, analyzing budgetary data, and interpreting budget guidelines.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Act as primary point of contact for the Recorder department.
2. Maintain office calendar; coordinate office coverage, ensuring functional areas are appropriately staffed; ensure appropriate coverage with time off requests and other scheduling information.
3. Assist in department planning and budgeting procedures, including expenditure and revenue projecting, planning, analyzing, and reporting.
4. Perform administrative duties for department head and other staff members; create reports, memos, letters, and prepare other documents as needed.
5. Perform general office duties; order supplies, schedule meeting and training rooms, and record and distribute meeting minutes; assist in maintaining an organized office.
6. Receive, direct and resolve questions and complaints; provide detailed and technical information to taxpayer's, industry professionals, and other government entities.
7. Read and analyze incoming memos, submissions, and reports to determine their significance and plan for distribution; distribute as appropriate.
8. Make travel arrangements for office.
9. Perform department payroll activities as a timekeeper.
10. Review clerical and administrative work processes and improve methods used; monitor and update department policies relating to assigned function; establish and maintain filing and other systems.

### For Office Use Only

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Job Title: Office Coordinator - Recorder  
FLSA: Non-Exempt  
Effective Date: 11/4/2020  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

11. File and retrieve documents, records and reports.
12. Negotiate the purchase of office supplies, furniture, and office equipment, etc., in accordance with company purchasing policies and budgetary restrictions.
13. Coordinate vendor presentations and maintain communications with vendors as appropriate.
14. Participate as needed in special department projects.
15. Exemplify the desired culture and philosophy of the organization.
16. Work effectively as a team member with the other members of management and the Recorder's Office staff.

### **Competencies**

- Organizational Skills
- Communication Proficiency
- Time Management
- Financial Management
- Critical Evaluation
- Ethical Practice
- Flexibility
- Stress Management/Composure
- Relationship Management
- Maintain Confidentiality
- Initiative

### **Knowledge, Skills, and Abilities**

- General knowledge of state laws governing the functions of the Recorder's Office
- Skilled in Microsoft Office Suite including the creation of document and spreadsheets
- Skilled in intermediate reading, writing, and math
- Skilled in conducting research
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to maintain confidentiality
- Ability to multitask, prioritize tasks, and meet deadlines
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to work effectively under pressure

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

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**Work Environment**

While performing the duties of this job, the employee regularly works in an office setting. This role routinely uses standard office equipment such as computers, phones and photocopiers/scanners. Work requires frequent contact with the public and employees which exposes incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is required to type, file or lift office supplies up to twenty (20) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee occasionally drives a motor vehicle.

**Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Required Education and Experience**

1. High school diploma or equivalent.
2. Four (4) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Two (2) years of college level education in business or other generally related field.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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